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Personnel Data

DCDS Procedures Manual Section 14.9 - GPA Reason/Type Inquiry

Section 14.9 PARAMS MENU Personnel Data GPA Reason Code and GPA Type Code Inquiry

Purpose	This section provides the procedures for a user to inquire on Gross Pay Adjustment (GPA) Reason and Type code descriptions.
Window Name	GPA Reason Code Inquiry GPA Type Code Inquiry
Reminders	 The GPA Reason Code Inquiry window is accessed through the Params, Personnel Data, I - GPA Reason Code Inquiry items on the menu bar. The GPA Type Code Inquiry window is accessed through the Params, Personnel Data, J - GPA Type Code Inquiry items on the menu bar. The GPA Reason Code Inquiry window contains a Selection Criteria window and a Selection List window. The only selection criteria is the GPA Reason Code. Once the code has been selected or entered and the Select button clicked, the description is displayed in the Selection/Detail List window. To display ALL codes, click on the Select button only. The GPA Type Code Inquiry window contains a Selection Criteria window and a Selection List window. The only selection criteria is the GPA Type Code. Once the code has been selected or entered and the Select button clicked, the description and applicable begin and end dates are displayed in the Selection List window. A user may then highlight a specific code and time period and view the details by clicking on the Detail button to display the Detail Data window. To display ALL codes, click on the Select button only.
References	No specific references

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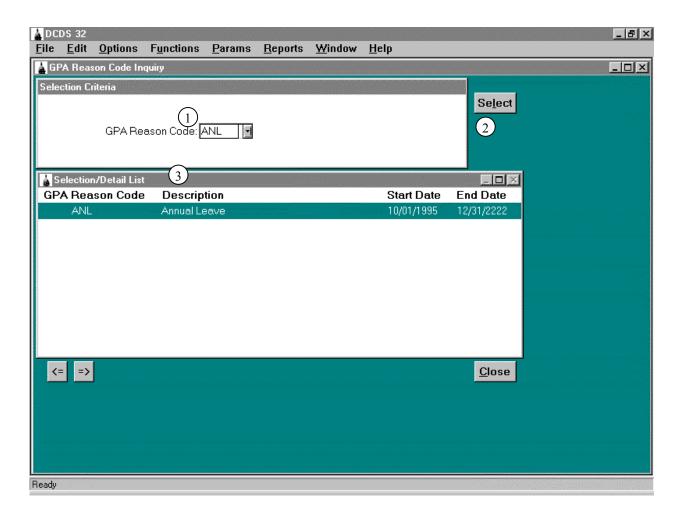
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DCDS Procedures Manual Section 14.9 - GPA Reason/Type Inquiry

GPA Reason Code Inquiry

The following window is displayed when \underline{P} arams, \underline{P} ersonnel Data, \underline{I} - GPA Reason Code Inquiry is selected from the Menu bar. The steps are described on the following page.



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DCDS Input Procedures GPA Reason Code Inquiry (Selection Criteria)

Follow the steps below to enter selection criteria.

Step	Field Name	Action
1	GPA Reason Code	Select the appropriate GPA Reason Code from the dropdown list or enter the code. To view all codes, leave this field blank and click on the Select button.
2	Select Button	Click on the Select button located at the top right of the window (or press Alt + L). The selected criteria will be displayed in the Selection List window.
3	Selection List	Displays the GPA Reason Code selected.

^{*}indicates a required field that must be entered.

GPA Reason Code Inquiry (Selection List)

The following information is displayed:

Field Name	Description
GPA Reason Code	The Reason Code selected.
Description	The description of the code which identifies the purpose of the GPA.
Start Date	The effective date of the code.
End Date	The date the code becomes inactive. The default date is 12/31/2222.

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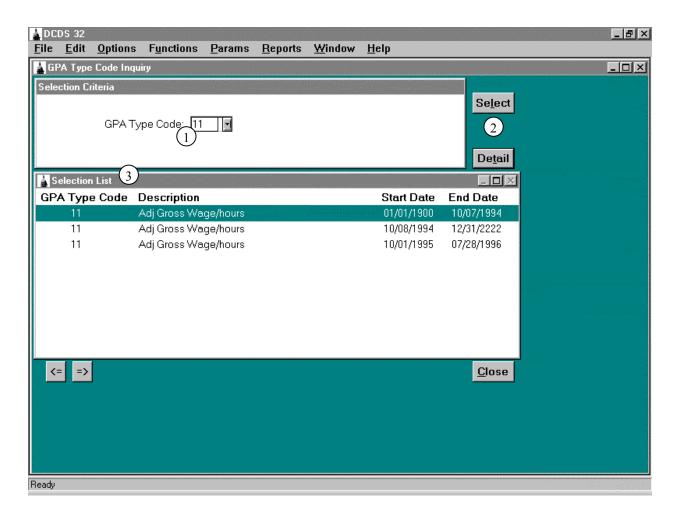
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DCDS Procedures Manual Section 14.9 - GPA Reason/Type Inquiry

GPA Type Code Inquiry

The following window is displayed when <u>Params</u>, <u>Personnel Data</u>, <u>J</u> - GPA Type Code Inquiry is selected from the Menu bar. The steps are described on the following page.



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DCDS Procedures Manual Section 14.9 - GPA Reason/Type Inquiry

DCDS Input Procedures GPA Type Code Inquiry (Selection Criteria)

Follow the steps below to enter selection criteria.

Step	Field Name	Action
1	GPA Type Code	Select the appropriate GPA Type Code from the dropdown list or enter the code. To view all codes, leave this field blank and click on the Select button.
2	Select Button	Click on the Select button located at the top right of the window (or press Alt + L). The selected criteria will be displayed in the Selection List window.
3	Selection List	Highlight the GPA Type Code to be viewed and click the Detail button. The Detail Data window will then be displayed.

^{*}indicates a required field that must be entered.

GPA Type Inquiry (Selection List)

The following information is displayed:

Field Name	Description
GPA Type Code	The Type Code selected.
Description	The description identifies what was adjusted (i.e., wages, hours etc.).
Start Date	The effective date of the code.
End Date	The date the code becomes inactive. The default date is 12/31/2222.

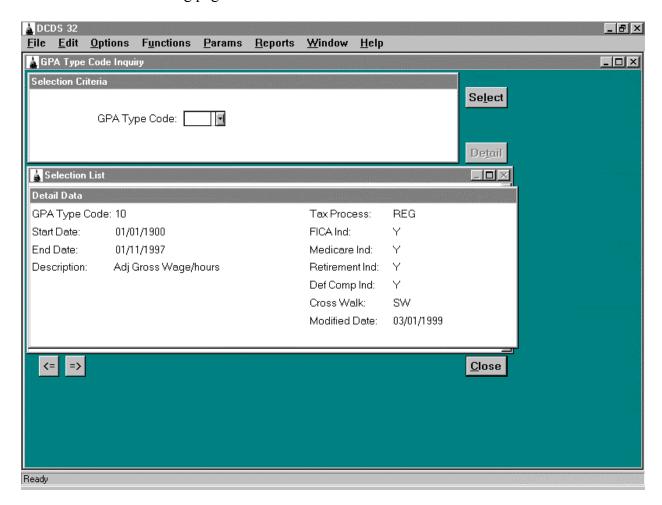
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GPA Type Code Inquiry

The following window is displayed when the **Detail** button is clicked. The information displayed is described on the following page.



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DCDS Procedures Manual Section 14.9 - GPA Reason/Type Inquiry

DCDS Input Procedures - GPA Type Code Inquiry Detail Data Window

The following information is displayed:

Field Name	Description
GPA Type Code	The Type Code selected.
Start Date	The effective date of a code.
End Date	The date a code becomes inactive. The default date is 12/31/2222.
Description	Description of GPA Type Code being displayed.
Tax Process	The Tax Process indicates the types of taxes applied to the GPA:
	■ REG - Regular
	■ SGL - Single
	■ SPL - Special
	■ NO - Non Taxable
FICA Ind	A Y (yes) or N (No) displays to indicate whether a Social Security payment applies.
Medicare Ind	A Y (yes) or N (No) displays to indicate whether a Medicare payment applies.
Retirement Ind	A Y (yes) or N (No) displays to indicate whether a Retirement payment applies.
Def Comp Ind	A Y (yes) or N (No) displays to indicate whether a Deferred Compensation applies.
Cross Walk	The Cross Walk indicator identifies what the GPA code is for:
	■ SW - Salary and Wage
	■ LI - Longevity and Insurance
	■ RE - Retirement
Modified Date	Displays the last date the modifications were made.